

VISION 2020 STANDING COMMITTEE  
MINUTES OF AUGUST 26, 2015

Special Joint Task Group Meeting

Present: Juli Brazile, Joey Glushko, Mary Harrison, Josh Lobel, David White, David Landskov, Martine Gougault

This is a special meeting with members of Vision 2020 Task Groups and members of the Vision 2020 Standing Committee.

**Living Brochure:** Juli reviewed the project goals and the plan for workshops and performances over the next two years. We discussed several ideas for topics or themes that would engage residents with interests or projects of Vision 2020 Task Groups and Committees. We agreed it was a good goal to focus on topics that are on people's minds ("hot topics") and/or topics that coordinate with existing projects like EcoFest or the Community Book Read.

**Town Day:** We reviewed the elements various Task Groups and planning for Town Day and the logistics of transporting all the equipment in the minimum number of cars. Martine and Juli will continue to coordinate about what can fit in Martine's truck – we can load it that Friday – and what else needs to go in a car. Mary and Juli will coordinate including the card table Diversity needs in one of the vehicles. Since we bought special sand bags designed to hold the tents in the wind, we need to find sand to fill them. Suggestions were to check with DPW or Lalicata. Juli will determine how much sand we need for 12 bags so we can ask for what we need. Some groups are concerned about the costs of their plans for Town Day. We concluded that spending for Town Day was important and that we can invest roughly \$600 in displays and crafts at the booth. Adding the \$105 booth fees, this year Town Day will cost around \$700 and we will need to evaluate the benefits related to the costs.

**Budget Issues:** We reviewed the fixed procedures established by the Town for reimbursing expenses and then discussed what policies we want to establish for Task Groups in terms of pre-approval of expenses. Because the Standing Committee only meets monthly and approves all expenses in order to manage the distribution of funds to all Task Groups, it's hard for groups with a project that comes up quickly, like a vigil in response to a tragedy. Our proposal – which must go before the full Standing Committee for discussion and should also be reviewed by all Task Groups prior to implementation – is to create a list of previous projects and spending limits so that the Chair has agreed upon guidelines to use when giving assurance to a Task Group that they can spend the money with reasonable assurance the expenses will be approved. It would still be considered prudent for Task Groups to discuss the proposed project with the Chair first.

**Communication Issues:** We discussed the concern that if every Task Group or Committee chose to develop a separate external website, the cost could become prohibitive. In the past, we had a combined, external site and over time some groups migrated to other external sites or to the Town website. Re-creating that would likely cause difficulty as each group has now designed a look and feel that matches their style and communication goals. Josh proposed that at least each external site should include a uniform box that has the Vision 2020 logo and links back to the Vision 2020 main page on the Town website. Juli proposes that we update the Vision 2020 main page and create a simple sub-page for each Task Group so we can have a stronger presence there. We hope that the Living Brochure project will get Vision 2020 more publicity and we want the Town page(s) to communicate clearly. We talked about whether having a unified Google Group or Yahoo email would improve certain kinds of Vision 2020 internal communication. Juli will create a proposal to send to all Task Group chairs for more detailed discussion. The idea would be to create an email group for core members, defined as Task Group chairs and regular meeting attendees. Being able to make one announcement about a major Vision 2020 sponsored event or a quarterly update of all Task Group work-days or forums could be useful.